

**CITY OF PUYALLUP**  
**invites applications for the position of:**

# **Court Clerk**

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**SALARY:**       \$18.72 - \$24.33 Hourly  
                  \$3,244.66 - \$4,217.56 Monthly  
                  \$38,935.92 - \$50,610.72 Annually

**OPENING DATE:** 04/17/14

**CLOSING DATE:** 05/01/14 04:59 PM

**DEFINITION:**

This is technical and clerical work in support of the municipal court. This classification requires public relations involvement, independent judgment and solid organizational skills. This position requires technical expertise in those aspects of the court operation in which consequences of a clerical error would be significant. Personal contact with police, attorneys, defendants, and other agencies in situations where considerable judgment is required. Duties require the ability to read, comprehend and verbally communicate the rules of the court in a clear and concise manner. Duties also require the proficient use of a computer/keyboard to access and input court information.

**ESSENTIAL FUNCTIONS:**

- Performs a variety of duties such as: processes forms, orders and documentation for court cases from origin to final disposition;
- Assists the public and explains court procedures;
- Sets cases for various types of hearings including arraignment, pre-trial, trial, mitigation, contested, show cause and motions;
- Prepares court calendars and notifying parties related to case by subpoena, summons, officer notice and bonding company notice;
- Processes continuance requests and notifies parties involved;
- Tracks cases with continued, suspended or deferred status;
- Obtains record checks;
- reviews compliance and non-compliance reports, sends notices and prepares calendar;
- Maintains warrant control;
- Issues, recalls, processes and purges warrants;
- Maintains failure to appear control;
- Maintains time pay accounts, sends statements and delinquent notices;
- Prepares bench warrants for non-payment or prepares cases for review hearing;
- Tracks prisoners in custody awaiting arraignment, trial or review hearing;
- Maintains jail commitments and follow-up proceedings;

- Serves as court clerk while court is in session and records and documents proceedings;
- Performs other duties as assigned.

**QUALIFICATIONS:**  
**Knowledge of:**

- Court policies, procedures and practices;
- Legal forms, documents and terminology;
- General office practices and procedures;
- Correct punctuation, spelling, grammar and word usage;
- Operation of personal computer and associated software;
- The Right to Privacy and Public Disclosure laws.

**Ability to:**

- Process a wide variety of legal forms and documentation;
- Work effectively with defendants and the public providing information regarding court cases and procedures;
- Interact with emotionally distraught, irate and combative individuals;
- Perform basic arithmetic computations and data entry functions accurately;
- Communicate effectively both orally and in writing;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Maintain records and prepare reports;
- Effectively work with other employees and/or other departments.

**Education and Experience**

Any combination equivalent to graduation from high school and two years experience working in a district or municipal court; related education or experience in the criminal justice field may be substituted for the experience requirement. Judicial Informational System (JIS) experience is desired.

**PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:**

Work is performed indoors in an office setting with low noise levels. May be subject to dealing with hostile or irate customers and standing or sitting for long periods of time. Constant demands include sitting, hearing, and seeing. Frequent demands include repetitive hand motion (keyboarding) and talking. Occasional demands include standing, walking, lifting an average of 2 pounds to a maximum of 25 pounds, pushing/pulling (chairs), bending/twisting at the waist, repetitive arm motion, handling/grasping, and fine finger

manipulation.

## **GENERAL**

## **INFORMATION**

**Essential Functions** – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

**Hours of Work** – Typical business hours.

**Union Affiliation** – This position is covered by a collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME). Union security provisions may require union membership dues or payment of equivalent service fees.

**Equal Employment Opportunity** – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

**Background** - The City of Puyallup will need to obtain the proper background and criminal history information pursuant to RCW 43.43.830/832 for positions where the employee will or may have unsupervised access to children, developmentally delayed persons or vulnerable adults.

**Disability** – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Notification** – Following submission of application, an email acknowledgment receipt of application is given. Persons selected for an interview and/or testing will be notified by email, normally within 15 working days following the closing date on the job announcement.

**Not Selected** – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.

**Identification** – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United

States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment.

**Drug-Free Workplace** –The City of Puyallup is a drug-free, tobacco-free workplace.

**Note** – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

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The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:  
<http://www.cityofpuyallup.org/>

Position #MC-14-ADM-003  
COURT CLERK  
KO

333 S Meridian  
Puyallup, WA 98371  
253-841-5460

[kortega@ci.puyallup.wa.us](mailto:kortega@ci.puyallup.wa.us)

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## **Court Clerk Supplemental Questionnaire**

- \* 1. Please give some examples of your education and experience as they relate to the Court Clerk position. Do you have experience with the Judicial Information System (JIS) court case management system?
- \* 2. Give a brief overview of your knowledge and understanding of the Municipal Court system and functions.
- \* 3. What best describes your keyboarding (typing) skills; advance, intermediate or beginner? How many WPM do you type?
- \* 4. Why is customer service important as it relates to the Courts?
- \* Required Question